



## Related Policies

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Assessment Policy

## Purpose

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The College is committed to academic integrity, honesty, and fostering civil and social responsibility in our students. This recognises the intellectual property rights of others and acknowledges that breaching academic integrity is dishonest and an ethical offence which undermines a trusting educational environment and impedes students' personal growth and development.

This Policy outlines the principles and responsibilities for promoting and supporting student academic integrity and maintaining academic standards.

## Policy

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This Policy applies to all students of the College. The Policy applies to staff in terms of the promotion of academic integrity and the detection and management of allegations of breaches of academic integrity.

The College will uphold academic integrity and apply an educational approach that will support students to use, generate and communicate information in an ethical honest and responsible manner.

Students will:

- Comply with instructions for assessment tasks.
- Submit their own original work.
- Acknowledge through correct referencing all ideas, designs, words, or works of others, including in group assessments.
- Take reasonable steps to ensure their work is not copied by other students.
- Ensure that other students act with academic integrity.

It is the responsibility of the student to ensure that they do not breach academic integrity whether intentionally or otherwise.

Staff will:

- Demonstrate academic integrity to students in accordance with this policy.
- Develop students' knowledge and skills in relation to academic integrity.
- Ensure assignment and assessment tasks are designed to support academic integrity.
- Be fair, consistent, transparent and timely in their dealings with students in managing academic integrity issues.

The College will:

- Ensure the requirements relating to academic integrity are known and practiced by teaching and classroom support staff.
- Develop and maintain the skills of teachers and classroom support staff to enable them to recognise where students have breached academic integrity.
- Implement approaches in teaching, learning and assessment to enhance students' academic integrity and minimise opportunities for students to breach academic integrity.
- Investigate and, where appropriate, act on allegations of breach/es of academic integrity.



Breaches of Academic Integrity include but are not limited to:

Breach	Definition
Plagiarism	<p>A student using other people’s words, ideas, thoughts, opinions, media, concepts, designs, research findings or other information as their own without appropriate acknowledgement or citation. This includes:</p> <ul style="list-style-type: none"> <li>• commentary in study aids like <i>Spark Notes</i>.</li> <li>• cutting and pasting different sections of others work and piecing it into a new whole.</li> <li>• Failing to indicate another person’s exact written words or symbols have been copied with quotation marks, regardless of how few were used.</li> <li>• Fail to name a person whose exact words were used in an oral report, or to indicate by verbal inflexion that they are being quoted.</li> <li>• Fail to provide a Bibliography for a project that requires research.</li> </ul>
Contract Cheating	<p>A student requesting someone else to produce all or part of an assessment task that is submitted as their own work. This also includes buying or obtaining a paper from an internet research service or ‘paper mill ‘and hand it in as their original work.</p>
Collusion	<p>A student working with another person to submit some or all of the other person’s work as their own or vice versa.</p>
Copying	<p>A student copying another student’s work without their knowledge and hand it in as their own and/or a student allowing someone else to copy their work and submit it as their own.</p>
Non-compliance with assessment or examination instructions	<p>A student having or providing unauthorised materials relating to the assessment or examination, copying other students’ work, or obtaining or providing information without appropriate permission.</p>
Reuse of previous work	<p>A student submitting work previously submitted for assessment in any subject without the teacher’s permission.</p>
Promoting ways to breach academic integrity	<p>A student sharing information with other students about ways to breach academic integrity or facilitating a breach of academic integrity.</p>

Records of investigations and outcomes of allegations of students breaching academic integrity will be kept centrally.

## Definitions

For the purposes of this policy:

**Academic Integrity** means acting in accordance with the values of honesty, trust, fairness, respect and responsibility in academic settings.

**Media** means diagrams, cartoons, art and practical works, photographs, music, graphs, pictures, statistics, tables, computer programs, computer graphics and visual information.

**Student** means any currently enrolled or past student at St Francis Xavier College.



## Procedures

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The **Assessment and Reporting Guidelines** detail the procedure for complying with this Policy.

## Related Documents

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Teaching and Learning Procedure Manual

Senior School Handbook

High School Handbook

Middle School Handbook

## Information

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